



# Job Opportunity

## State Controller's Office

**Position:** Program Technician II

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** April 19, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Susan Lash, (916) 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\*Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-9928-005  
Ref 0418.RPT3

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general supervision provided by the Supervising Program Technician II, the Program Technician II is responsible for the more difficult review and process of Unclaimed Property reports received. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Review the more complex problem electronic media reports that are identified by Management for priority processing, noting both system and data errors;
- Verify that electronic media reports are acceptable for upload by reconciling cash summaries to receipts;
- Electronically prepare and submit uploads to Production Data Guidance;
- Using PC applications, electronically identify and edit the more complex format errors on electronic files that cannot be loaded to mainframe applications or PC programs;
- Interpret electronic data that is not displayed in a clear, concise manner identifying each data element;
- Review the more complex electronic media reports for compliance to Unclaimed Property law, regulations, and procedures;
- Key enter and/or modify the more complex Unclaimed Property holder reports and owner information to the Unclaimed Property database system;
- Take necessary action to correct reporting deficiencies, which includes contacting holders or administrators of unclaimed property for holder/owner information clarification;
- Follow up on unresolved problem reports, providing updates for the section supervisor and/or management;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Enter, edit, and maintain pertinent data that is used to track the work progress of unclaimed property reports;
- Act as a trainer and/or assist in the training of Program Technicians and Student Assistants in processing electronic media reports and verify their work;
- Assist the section supervisor in the development of test material and perform testing for compliance to Unclaimed Property business rules, whenever reporting program upgrades or new programs are developed.

*Applications will be screened and only the most qualified will be interviewed*

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference Number: 051-550-9928-005.Ref 0418.RPT3 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title" for which you are applying on the front page of the employment Application STD 678).